

Date: **22 JANUARY 2025**

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has one (1) vacant **Contract of Service** position with details as follows:

Office: PROTECTIVE SERVICES DIVISION

Project Development Officer II

Item number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment: Field Office - Crisis Intervention Section

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Social Sciences
Experience : At least one (1) year of relevant experience
Training : At least four (4) hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

JOB DESCRIPTION:

Under the immediate supervision of the Program Compliance Team Lead, he/she will assume the role of *"Monitoring and Reporting Officer"*, which entails implementing a positive leadership role model, motivates, and directs personnel to achieve daily accomplishments. He/she shall apply innovation and creativity to problem-solving related to the monitoring system as well as lead the data tracking and monitoring in the Crisis Intervention Section.

Functions and Responsibilities:

1. Coordinated with CO counterpart for the implementation of Monitoring & Evaluation plan including performance indicators;
2. Ensure that performance indicators and targets are monitored within the FO and in accordance with the work plan;
3. Analyze and prepare evidence-based monitoring reports of FO;
4. Undertake regular monitoring visits to the system admins independently or together with the Program Compliance Team Lead;
5. Review, maintain, and monitor any high risks that may have a potential negative impact on the accomplishment of the monitoring systems;
6. Propose possibilities for further impact monitoring;
7. Prepare progress and monthly highlight reports in coordination with the Program Compliance Team Lead and Programme Officer;
8. Ensure timely and quality submission of reports through coordinating inputs and drafting reports related to monitoring systems;
9. Set-up and maintain a beneficiary database and monitoring system dashboard;
10. Participating in training, supervision, and meetings; and
11. Performs other related tasks assigned by the immediate supervisor.

Applicants should be guided by the following **Criteria for Evaluation:**

- | | |
|---------------------------------|-----|
| • Education (E) | 25% |
| • Training (T) | 10% |
| • Experience (E) | 25% |
| • Initial Qualifying Test (IQT) | 10% |

- Special Exam (Technical) 15%
- Interview 10%
- IPCR or any related Performance Assessment Review 5%
- Total 100%**

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of ETE

Second Shortlisting: Top Five Highest rating but overall rating should not less than 80%

Interested and qualified applicants may submit their application through <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before JANUARY 28, 2025.**

1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license *(if applicable)*;
6. Copy of Certificate of relevant trainings and seminars attended *(if indicated in the PDS)*; and
7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent *(if with work experience)*.

*******IMPORTANT REMINDERS*******

- a. All applications shall ONLY be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Requests for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall be sent via text/e-mail.

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, region, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or send us your queries through <https://caraga-iris.dswd.gov.ph/>.


GENELYN P. MARTURILLAS
 Administrative Officer V
 Human Resource Planning and Performance Management Section